

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☒ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Retirement Counseling & Place-  
ment Staff, 212 Magazine Building

EXTENSION

NO.

DATE

9 October 1968

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. Director of Personnel  
5E-56 Headquarters

9 Oct 1968

AFW

2.

3. Deputy Director for  
Support 7D-26 Hqs.

4.

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DPIS 68-5092

9 October 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement  
Staff Progress Highlights during  
September 1968

1. The final draft of the booklet "CIA Retirement and Disability System Questions and Answers" has been turned over to the OP/Deputy for Plans and Control for initiation of formal coordination, approval and production.

2. Appropriate security clearances have been received on the outside speakers for the November Retirement Information Seminar. The Program for the seminar has been received from Printing Services Division and will be sent to each employee scheduled to retire in calendar years 1969 and 1970. The name listings of these employees are complete and personal letters of invitation to attend the seminar will be forwarded to them through their career services during the month of October. The Portfolios of retirement literature related to the seminar are being assembled and will be forwarded to each invitee for receipt approximately two weeks prior to the first day of the seminar on 18 November 1968.

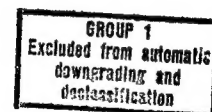
3. Chief, RCPS began a TDY trip [redacted]

25X1

[redacted] in mid-September.

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The offices involved were of the belief that their employees should be made as fully aware of the Agency's Retirement Program as possible. It was also planned that those who probably would not be coming to Headquarters and needed retirement counseling, be provided this opportunity to receive personal guidance and obtain answers to their questions on retirement matters.

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## 4. Statistical summary of RCPS action for the month of September:

Retirement Counseling Branch

Retiree Consultations:	
Full Counseling Interviews	66
Counseling Discussions	148
Retiree Dossiers Indexed	15 (124 total)
Meetings with Management	24
Research and Information Requests	24
Briefings and Ret. Info. Exchanges:	
Agency	20
External	16
Publications, Staff Papers & Corres.:	
Man-Days	42

External Employment Assistance Branch

Retirees - New Cases	11	
Resume Assistance Only	7	
External Job Leads Provided	11	✓
Follow-up Consultations	33	
Resignees - New Cases	27	
Resume Assistance Only	15	
External Job Leads Provided	69	✓
Follow-up Consultations	48	
External Job Sources Developed	6	
Written Inquiries Concerning External Applications: Received and Answered	49	
Personnel Files Reviewed for Outside Investigators on External Job Applications	20	25X1

Chief, Retirement Counseling & Placement Staff

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